



United States Department of the Interior - National Park Service

American Battlefield Protection Program XXXX Funding Application Guidelines

Announcement

The National Park Service's American Battlefield Protection Program (ABPP) invites Federal, tribal, state, and local governments as well as private-sector and non-profit organizations to submit applications for the protection of battlefield sites and sites associated with battlefields, that are located on American soil. The purpose of this program is to provide seed money for projects that lead directly to the preservation of *battlefield land* and/or their *associated sites*.

The ABPP encourages an interdisciplinary, holistic approach to battlefield preservation. Grant proposals for projects that fit into a larger vision for the site are favored. To maximize effectiveness of battlefield protection efforts, applicant organizations are encouraged to work with partner organizations and Federal, State and local government agencies as early as possible to integrate their efforts into a larger battle site protection strategy. The application form and guidelines are available in electronic format and can be found on the ABPP web site www.cr.nps.gov/hps/abpp. Applicant organizations are strongly encouraged to discuss proposed projects with the ABPP staff before preparing an application.

Definitions

Battlefields – Sites where armed conflict, fighting or warfare occurred.

Associated Sites – Sites occupied before, during, or after a battle at which events occurred that had a direct influence on the tactical development of the battle or the outcome of the battle.

Application Due Date

Applications hand delivered by applicant or sent by commercial express delivery service must be received in the ABPP office by **XX:XX p.m., XXXXX**. Applications sent by mail must be USPS postmarked by **XXXXX**. Late applications will be discarded without action.

Eligible Activities

All project applications must *clearly demonstrate* that the proposed activity will *contribute directly to the preservation of battlefield land or an associated site*. Eligible project types include, but are not limited to, the following.

Site Identification and Documentation Projects

- Historical research and surveys (archeological, cultural resource, landscape, etc.)
- Nominations to the National Register of Historic Places
- Boundary delineation and GIS/GPS mapping

Planning and Consensus Building Projects

- Acquisition, strategic, and preservation plans
- Studies of land related to, or adjacent to, publicly owned and protected battlefields
- Management, landscape, and stabilization plans
- Interpretation plans
- Preservation advocacy and consensus building within a community

Interpretation or Education Projects

- Brochures
- School programs
- Sign development and design

ABPP grant funds may be used to procure professional services, equipment, and supplies necessary to conduct the proposed project. Projects for sites that have not had recent preservation efforts should focus on determining baseline data on which future preservation efforts may build.

Archeological surveys should be designed to systematically identify the location of subsurface resources and determine the extent or boundaries of the battlefield. Battlefield projects that highlight isolated features or pure research for educational purposes do not normally score highly. Archeological projects should be a part of a long-term commitment to the preservation of the battlefield as a whole. Applicants applying for archeological survey projects must insure that the study limits artifact recovery so as not to compromise the integrity of subsurface artifact patterns.

The ABPP's fundamental mission is to help communities protect threatened battlefields in ways that avoid the necessity of federal land acquisition. For this reason, ABPP grants must focus on preservation efforts outside the national parks and prefers those outside of Federal holdings. However, projects that deal with unprotected lands or associated properties adjacent to national parks are encouraged.

Ineligible Activities

The ABPP does not fund the following activities.

- Acquisition of properties or land in fee or interest
- Payment of rent on properties or land
- Fund raising
- Food, beverages or any type of entertainment
- Lobbying the United States Congress
- Academic scholarships
- Battle reenactments
- Permanent staff positions
- Object or material culture curation
- Archeological projects requiring complete or large scale recovery of artifacts
- Construction, reconstruction, or improvement projects (e.g., site excavation, earthworks reconstruction, trail or road construction, parking lots, visitor centers, scene restoration, landscaping, sign installation)
- Projects receiving Federal funding, permits, or licenses that require compliance with Section 106 of the National Historic Preservation Act (NHPA).
- Any project for land or resources owned by the National Park Service.

Compliance

All projects funded through the ABPP are to be conducted in accordance with all Federal laws, regulations and standards. The National Historic Preservation Act (NHPA), Native American Grave Preservation and Repatriation Act (NAGPRA), and the Archeological Resource Protection Act of 1979 (ARPA) are of special concern. (For the full text of these laws, go to www.cr.nps.gov/linklaws.htm.) If you have questions about complying with these requirements, call (202) 354-2037 and discuss the matter with an ABPP staff member.

ABPP Review

After receiving the applications, State Historical Preservation Officers (SHPOs) are invited to comment on proposed projects in their states. An inter-disciplinary team of archeologists, historians, planners, and fiscal officers from the National Park Service will then review and score the applications (possible point totals for each section of the application are noted on the application itself) on a competitive basis. Due to a limited budget, many worthy projects

may not receive grants. The National Park Service will select those projects for grant awards according to the high scores achieved, and the amount of funding available to the ABPP for grants.

If Your Project is Selected

If your project is selected for funding, any alterations or refinements to the project made by the NPS reviewers will be presented and explained. You have the right to accept or refuse grant funding. If you choose to accept the grant as presented by the National Park Service, you will enter into an agreement with the National Park Service and will receive technical assistance, guidance, and expertise, as well as funding, throughout the project's duration. If selected, the applicant will be required to submit a research design in accordance with Secretary of the Interior standards for ABPP approval. Specific guidance is found at <http://www2.cr.nps.gov/laws/ProfQual83.htm>.

Length of Grant

Grant agreements are established for a set period of time, usually one year. Some projects that depend on seasonal access may require more time, but only with ABPP approval. Multiple-year projects that can be completed in one-year phases are eligible for funding. However, applicants may only request funding for one year, or one phase, at a time. If the ABPP funds the first phase of a multi-year project, it is not obligated to fund the later phases. Additional funding for a multi-phase or continuing project must be requested in subsequent grant cycles.

Grants begin only after the grantee and the National Park Service have agreed upon the terms and conditions of the grant, including the scope of work, and both parties have signed the formal grant agreement.

Grant Timeline

The average ABPP grant follows the below timeline.

- January – close of application acceptance
- February to April - technical review team ranks applications
- April to May – budget costs are evaluated and may be adjusted with top applicants
- July – grant awards are announced
- August – grant agreement signed and work may proceed
- October – announce the new FY grant availability

Application Instructions

Completing the Application for Federal Assistance, Standard Form (SF) – 424 (the application cover sheet)

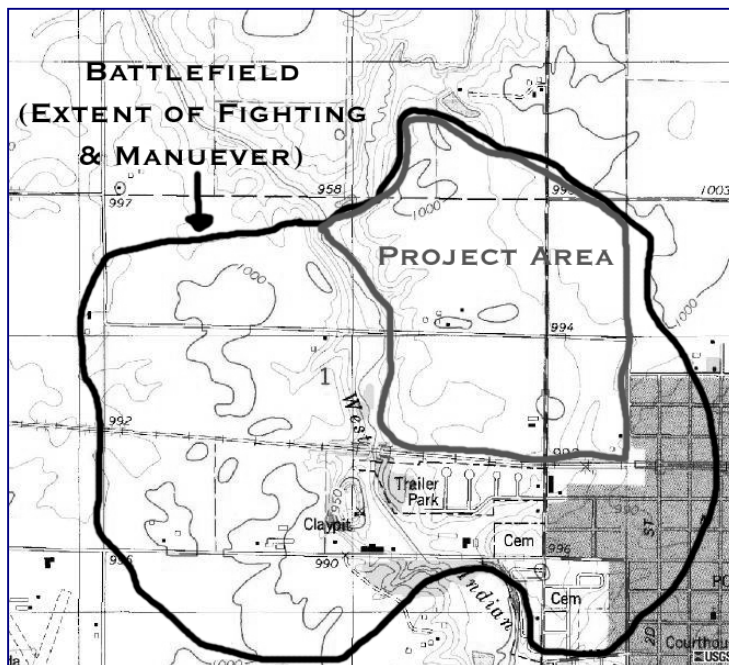
This portion is a standard form to provide government agencies with the required administrative information. Most entries are self-explanatory. In the past, however, there has been some confusion on the following:

Block 5: **Legal Name** - enter the name of the applicant organization.
 Address – enter the organization’s mailing address.
 Organizational Unit – enter the sub-unit of the organization, if applicable.
 Name and telephone number of the person to be contacted - enter the organization’s point of contact information for the person whom will communicate with the ABPP if a grant is awarded.
 Organizational DUNS – enter the organization’s Dun and Bradstreet Universal Numbering System number assigned by Dun and Bradstreet.

- Block 6: **Employer Identification Number**—enter EIN assigned by Internal Revenue Service.
- Block 11: **DESCRIPTIVE TITLE OF APPLICANT'S PROJECT** - the project title should include the name of the battlesite and the proposed preservation-related activity
- Block 14: **CONGRESSIONAL DISTRICT OF-** indicate the U.S. Congressional district (e.g. NY-3) for each of the following:
- Block 14 a: **Applicant** - the district where the applicant organization is located.
- Block 14 b: **Project** - the district(s) where the work will be performed.
- Block 15: **ESTIMATED FUNDING:**
- Block 15 a: **Federal** – indicate the amount of the ABPP grant you are requesting
- Block 15 b: **Applicant** – indicate all matching funds from the applicant organization, and donors.
- Block 15 c: **State** – Indicate project funding from agencies of state government.
- Block 15 d: **Local** – Indicate project funding from agencies of local government.
- Block 15 e: **Other** - Indicate all funds from sources not listed elsewhere in Block 15.
- Block 15 f: **Program Income** – Indicate funds generated by the project.
- Block 15 g: **Total** – indicate the total cost of the project.
- Block 16: **IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?** – consult the Office of Management and Budget's website (www.whitehouse.gov/omb/grants/spoc.html) to see if your state participates in the intergovernmental review process (under Executive Order 12372). If your state does participate, you may be required to send a copy of your application to the state clearinghouse.

Project Summary

In this area of the application, use the space to briefly describe the proposed project and its objective. If the project includes more than one site, be sure to list each. It is essential that the packet include an 8½" x 11" copy of a modern topographic map showing approximate boundaries of the historic battlefield and showing the proposed project area (see figure below).



Label the map with the county and map sheet names.

Indicate the owners, whether public or private, of all land included in the project area. You must attach a letter from each land owning entity showing the granting of permission to perform the work you are proposing (as appropriate).

Threat to Site

Applicants are asked to explain the existing threat to the site. "Threat" means the level of current or expected use or treatment of the site that is incompatible with the goals of

historic preservation. Threats are usually related to land use. Please indicate the predominant current land use in the project area, as well as for what projected or current use local government has classified or zoned the area. This can be determined by contacting the local government planning office. Sites held in sympathetic ownership (i.e., owned by a government

agency or private organization for the purpose of preserving it) are considered to have a lower level of threat. Likewise, a battlefield that is already altered beyond recognition of its appearance at the time of battle is also considered to have little or no threat. Although of concern, relic hunting by itself is usually not considered a major or significant threat to preservation of the site.

Preservation Opportunity

Preservation opportunity is judged on the appropriateness of the project to help protect the battlefield or historic sites from the threats identified, or to help protect the site before potential threats develop.

Applicant Qualifications

The applicant organization's record and qualifications are considered in determining the application's score. Experience with similar grant projects and the ability to accurately and concisely complete the grant application are indicators of the potential for satisfactory work. If there is no previous experience with grants management, transferable skills used in the management of other programs may be indicated. Please DO NOT attach resumes or curricula vitae to the application.

Support and Participation

Consider all entities that are involved in, and affected by, this project. The ABPP encourages all applicants to discuss their projects with their State Historic Preservation Officers (SHPOs) or Tribal Historic Preservation Officers (THPOs) prior to applying for an ABPP grant. Letters of support and participation from the SHPOs and THPOs are most welcome.

- Partners

The ABPP encourages applicants to develop preservation projects in cooperation with other interested groups and organizations. Applicants should include letters of support from all partners with their applications. In the letters, partners should demonstrate their level of support, commitment, and participation to the project. While not necessary, developing partnerships is an indicator of public support and commitment. Partners may include, but are not limited to:

- a. Organizations/agencies that are partners in, or are offering matching share to, the project (e.g., local historical societies, patriotic organizations, land trusts, chambers of commerce)
- b. Project area land owners
- c. State or local governments
- d. Tribes
- e. Related National Park Service units
- f. Other related lands managers, such as the U.S. Fish and Wildlife Service, the U.S. Forest Service, and the Bureau of Land Management

- Tribes

Applicants working with battle sites where native peoples fought or were otherwise involved must notify the concerned tribe about the proposed project. The applicant organization must be able to demonstrate that it provided the tribe(s) with an opportunity to participate in the all phases of the project. Applicants must include letters from tribes indicating their level of support for, and participation in, the proposed project. A list of Federally Recognized American Indian Tribes and Alaska Natives may be found at <http://www.doi.gov/bia/tribes/entry.html>.

Tasks, Schedule, Products and Budget

- Funding Level

There is no set minimum or maximum amount of funding that can be requested. Previous ABPP grant awards have ranged from \$1,000 to \$75,000 for a single project. Total available grant funding varies from year to year depending on congressional appropriations.

- Matching Funds

While matching funds are not required, the ABPP prefers projects that leverage funds from several public and private entities. The acquisition of matching funds is also an indicator of public support and participation. Applicants should identify all matching funds, private donations, volunteer labor, and in-kind services in the budget. Attach letters from contributors clearly describing the match, donation, or service provided and how the value was determined. Total hourly rate for any personnel may not exceed \$74.92 as per federal regulation

- Personnel

Using the format provided, outline the project's budget. If needed, you may continue the budget on another page using the same format. Each cost item must clearly show how the total charge for that item was determined. Administrative fees may not exceed 15% of the total amount of funding requested. Include in-kind donations and volunteer services under the "Matching Share" column. A letter must accompany all non-Federal matching share donations shown in the budget from the donor confirming the contribution and its value. Total hourly rate for any personnel may not exceed \$74.92 as per federal regulation

- Consultants

Consultants are defined as professionals hired outside of the applicant organization to participate in the project. If used, consultants must be selected through a competitive bidding process. If the applicant selects a consultant prior to receiving an ABPP grant, the ABPP reserves the right to request copies of RFP documentation before awarding the grant. Total hourly rate for any personnel may not exceed \$74.92 as per federal regulation. Selected consultants must meet the professional qualification standards established by the Secretary of the Interior (see <http://www2.cr.nps.gov/laws/ProfQual83.htm>).

- Supplies and Equipment

List the costs of supplies and equipment needed to complete the project. Note: Applicants must demonstrate the benefit of purchase over lease or rental of specialized equipment like metal detectors or GPS receivers for completing project work.

Completed Application Package

An application package is considered complete only if it consists of one original application, with all required attachments, and three (3) copies of the original, also with attachments. All information must be complete and typed *in the space provided* on the Application Form in a type size no smaller than 10 point. This application is six pages in total. Applications must be paper clipped together (no binding or staples.) Site maps, photographs, letters of support, letters of permission from site owners, letters from State or Tribal Historic Preservation Officers (SHPOs/THPOs) stating National Register eligibility, and letters describing matching funds/in-kind contributions should be attached. Any other materials will be discarded. Incomplete and/or late applications will be returned and the proposal disqualified.

- Multiple Projects

Applicants may submit applications for up to three (3) separate projects. A separate and complete application package must be submitted for each proposed project. In a cover letter, applicants should indicate which project is their priority for funding.

Application Checklist

- Check to make sure your application is complete before submitting it to the ABPP.
 - One original application, with required and allowable attachments, and three (3) copies of the application and attachments are enclosed.
 - All application questions are answered and typed **within the six-page space provided**. Additional text will not be considered and may negatively impact the total grant score if key sections exceed six pages.
 - The application is **signed and dated**.
 - The location of each battlefield extent and proposed project site is outlined on an 8 ½" x 11" copy of the appropriate USGS 7.5 minute quadrangle map(s).
 - Up to four 5" x 7" photographs (two per 8" x 11" page) of project site. ABPP encourages photos that illustrate the threat(s) noted in #10 and the area under threat. Photos will not be returned and extras will be discarded
 - Letters from donors confirming their contributions to the project.
 - Letters from each landowner whose property is involved in this project, giving the applicant permission to undertake the proposed project on their property (if applicable).
 - Letters of support from involved and interested stakeholders, SHPOs, Tribal governments, landowners, and others (as applicable).
 - Each of the applications must be **paper clipped** together (no binders, staples, or folders).
-

Mailing Instructions

Application packages sent by the U.S Postal Service (including Post Office Express Mail and Priority Mail) must be addressed to:

Kristen Stevens
American Battlefield Protection Program
National Park Service
Department of the Interior
1849 C Street, NW (2255)
Washington, DC 20240-0001

Application packages sent by courier, private express service, or hand delivery must be addressed to:

Kristen Stevens
National Park Service
American Battlefield Protection Program
1201 Eye Street, NW (2255)
Washington, DC 20005
(202) 354-2037

Applications delivered to the ABPP's offices at 1201 Eye Street, NW, will be accepted between 8:00 a.m. and 4:30 p.m. (EST) Monday through Friday, except Federal holidays.

E-mail submissions of the downloadable portion of the application package are acceptable. E-mail submissions should be sent to Kristen_stevens@nps.gov by **XXXXX by XX:XX pm**, but the original signed SF424 and support documentation must be submitted within the same delivery restrictions outlined above. Complete application packages may be faxed to Kristen Stevens at 202-371-1616. The ABPP prefers Post Office or courier-delivered application packages. The ABPP cannot be responsible for busy signals, server overload, Internet restrictions by court order, or transmission failures.

Incomplete packages will not be considered.

If you have any questions about the application process or the eligibility of a proposed project, please contact Kristen Stevens at (202) 354-2037 or Paul Hawke at (202) 354-2023.

The American Battlefield Protection Program

In 1988, a privately owned 540-acre tract of historic Civil War battlefield land was threatened by development. The land lay adjacent to the Manassas National Battlefield Park in Virginia. Congress halted the development. However, Congress and the American people subsequently paid more than \$120 million to acquire and protect the site. Like Manassas, hundreds of other battlefield sites are under threat from development, natural erosion, neglect, and vandalism. In response to this growing problem the Department of the Interior created the American Battlefield Protection Program (ABPP). The program helps citizens and organizations protect and preserve these historic lands by means other than direct Federal intervention and acquisition.